

NC E-Procurement Job Aid



CHANGED: CRCCP0005755-V2

Issued on Tue, 15 Apr, 2008
Created on Tue, 15 Apr, 2008 by Ariba System

Supplier:

CAVINS BUSINESS SOLUTIONS INC
PO Box 53964, 724 Hay Street
Fayetteville, NC 28305
United States
Phone: 1800-768-1213
Fax: 19104854922
Contact: Tommy McLamb

It is important to note PO status information on the header of the PO. "CHANGED" indicates changes were made to an existing PO. The word "CANCELED" indicates a canceled PO. Orders without "CHANGED" or "CANCELED" are original POs.

The "V2" denotes the version of the order. When you see V# following the PO number, it means the original order has been modified. The changes will be listed in the "Changes" section below.

Ship To:

New Bern Campus
800 College Court
New Bern, NC 28562
United States
Phone: 12526384131

Bill To:

Accounts Payable
800 College Court
New Bern, NC 28562
United States
Phone: 1252-638-7263
Fax: 1252-672-8471

Deliver To:

Emily Drake

Entity Description: Craven Community College

Contract: No
Bill To Code: Accounts Payable
Ship To Code: A01bef01i.o
Requester: murphret
Purchase Order No.: CRCCP0005755
Requisition No.: CRCCP0005755-V2
Other Costs: \$0.00USD
Requester: Hiram T. Murphrey
Shipping Method: Best Way
FOB Code: Shipping Point
Terms of Payment: Net 30 Days
Additional Item Info:

It is important to review the Comments section on all POs for additional item descriptions and other pertinent information from the buyer.

ATTN: VENDOR COMMENTS

- COMMENT by Rhonda Bobbitt (919-222-3333) on Wednesday, March 19, 2008 at 11:59 AM: QUOTE # 1234567 (1 document attached)

Be sure to note if there are attachments included in the PO.

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Item	Action	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	Unmodified	Shipping est.		each	1	Tue, 15 Apr, 2008	\$7.50USD	\$7.50USD
Tax Amount: \$0.00USD								
Item	Action	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
2	Modified	#MS-5D staples for BizHub 350 copiers		box	3	None	\$64.00USD	\$204.96USD
		#MS-5D staples for BizHub 350 copiers						
Tax Amount: \$12.96USD								
Total							\$212.46USD	

The word "Modified" will display in the action column for updated lines on change orders. The specific changes will be listed in the "Changes" section below.

Changes

This section contains a list of the changes made to the original PO. Make sure to read these changes, as some changes will not require any action.

- Direct Order TimeCreated changed from Tue, 15 Apr, 2008 to Tue, 15 Apr, 2008
- Line Item 2, Need-by Date changed from Tue, 15 Apr, 2008 to Tue, 15 Apr, 2008

CONDITIONS AND INSTRUCTIONS 1. This purchase order was issued through the Statewide E-Procurement Service and is therefore subject to a fee of 1.75% (.0175) on the total dollar amount of goods (excluding sales tax). The following exemptions apply: (A) Purchases from a term contract that has not yet been implemented on the Statewide E-Procurement Service; (B) Purchases from an agency-specific term contract that has not yet been implemented on the Statewide E-Procurement Service. Note: Fees will be invoiced monthly based on purchase order activity during the prior month. 2. This order is placed subject to shipment at prices, amounts and transportation rates not in excess of those indicated on the face of this order. 3. Each shipment must be shipped to the SHIP TO address printed on the face of this order and marked to the attention of the individual, if any, indicated in that address. Each shipment must be labeled plainly with our PURCHASE ORDER number, and must show gross, tare and net weight. 4. Complete packing list must accompany each shipment. 5. Drafts will not be honored. 6. Materials received in excess of quantities specified herein may, at our option, be returned at shipper's expense. Substitutions are not permitted. 7. Invoices in quadruplicate must be mailed on the date of shipment to the INVOICE TO address indicated on the face of this purchase order. Invoices must include the INVOICE TO name and address, the PURCHASE ORDER number, terms of payment and routing. 8. On all invoices subject to discount, the discount period will be calculated from the date a correct invoice is received in this office. 9. Each invoice must be accompanied by the following papers: A. Original bill of lading when shipment is made by freight or express. B. Signed delivery receipt when delivery is made by other means. C. Parcel post insurance when shipment is made by parcel post and value is over \$1.00. 10. In cases where parties other than you ship materials against this order, shipper must be instructed to show our PURCHASE ORDER number on all packages and shipping manifests to insure prompt identification and payment of invoices. 11. By accepting this electronic purchase order, you agree that these CONDITIONS INSTRUCTIONS are legally binding.